

HOMEOWNER ASSOCIATION COMPLAINT FORM

Please complete this form **only if the developer is no longer involved in the project.**

If you have a complaint and the developer is still involved, call the PRED unit at (609) 984-7574.

If you do not own the unit, please have the owner complete this form.

If you are completing this form for the owner, indicate owner's name and your relationship to the owner.

Mail to:

Association Regulation Unit
Planned Real Estate Development
Bureau of Homeowner Protection
Post Office Box 805
Trenton, New Jersey 08625-0805

Name of Complainant _____

Address _____

Phone Number during _____
normal business hours

Date Form Filled In _____

Type of Association Condominium _____ Cooperative _____ Homeowners Association _____
(Please check one)

Name of Association _____

Address of Association _____
(Street Address)

(Municipality) (County)

President's Name _____

Mailing Address _____
(for association business)

Name of Property Manager _____
(if applicable)

Telephone Number _____

Is your association part of a master association? Yes _____ No _____

If yes, name of master association: _____

HOMEOWNER ASSOCIATION COMPLAINT FORM (CON'T)

This part of the form must be filled out in order for your complaint to be processed.

Nature of Complaint (please check all that apply)

Please include a brief explanation of each item checked on a separate sheet of paper. Do not send documents other than copies of your letters to the board/association regarding ADR, financial record access, requests for minutes of open public meetings, or a copy of the notice of the open public meeting. Please do not send copies of documentation such as budgets, master deeds, by-laws, etc. We will not process your complaint without the appropriate supporting documentation. If the documentation is lengthy, please highlight the pertinent information. Failure to follow these instructions will result in return of your complaint package.

_____ No ADR procedure

((Did you request ADR in writing? Were you informed the procedures did not exist? Was your request ignored? **You must include a copy of your written request for a copy of the ADR procedure and any written response.**)

_____ Denied access to ADR

((Did you request ADR in writing? Was your request ignored or denied? **You must include a copy of your written request for ADR and any written response.** If you have not done so already, you must make a written request to the board specifically requesting ADR.)

_____ Denied access to financial records

((Did you request to review the records in writing? Was your request denied or ignored? Was your request specific as to records requested? Are the records you requested to see required to be maintained as per GAAP –generally accepted accounting principles? **You must include a copy of your written request to review the financial records and any written response.**)

_____ Minutes not provided from open public meeting

((Did you request the minutes in writing? Was your request denied or ignored? **You must include a copy of your written request for a copy of the minutes and any written response.**)

_____ Appropriate Notice for open public meeting not given

((What were the circumstances which make you believe notice was not provided? Did you check with the association office to verify it had a copy of the notice? You should make a written request to the board for a copy of notice of the meeting you believe was not appropriately advertised. **You must include a copy of your request for a copy of the notice of the open public meeting and any written response.**)

_____ Binding vote taken without the benefit of an open public meeting.

((What is the nature of the binding vote? Did you request a copy of the meeting minutes at which the binding vote should have been taken? **You must include a copy of your request for a copy of the minutes at which you believe the binding vote should have been taken and any written response.**)
